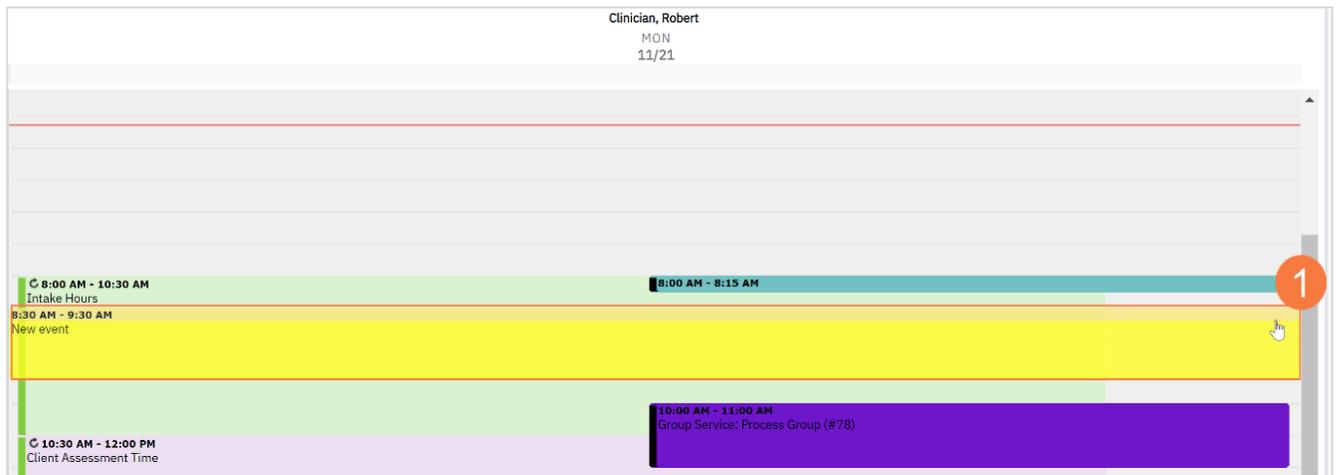




How To Schedule Non-Client Time On Your Calendar

To schedule non-client time on your calendar such as paperwork time, meetings, supervision, training, holiday, etc., follow the steps below:

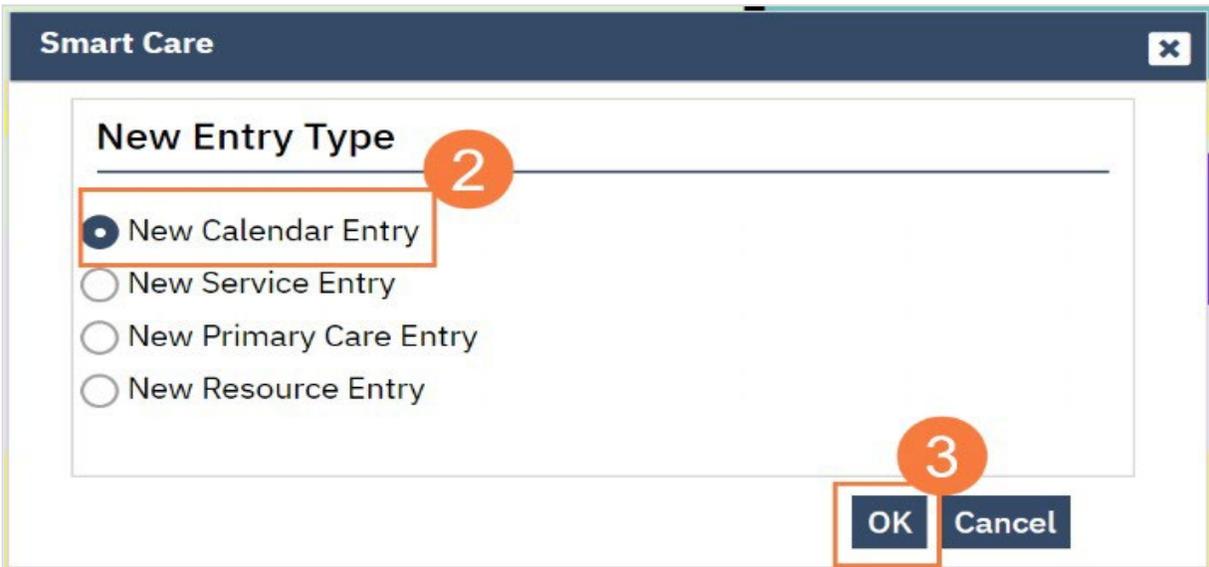
1. From the Staff Calendar screen, click and drag your mouse on the calendar timeslot you want to book.





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2. In the New Entry Type pop-up, select the New Calendar Entry radio button.
3. Click OK.





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4. The Scheduler Event window will open, click in the Subject field and enter the subject for the calendar entry.
5. Click the drop-down menu in the Appointment Type field and select the correct option.
6. Click the drop-down menu in the Show Time As field and select the correct option.
7. Click OK.

The screenshot shows the 'Scheduler Event' dialog box. The 'Add' section contains the following fields and controls:

- Subject:** A text input field containing 'CalAIM Training', highlighted with a red box and a callout '4'.
- Location:** A dropdown menu.
- Specific Location:** A text input field.
- Start Time:** A date and time selector showing '11/21/2022' and '09:30 AM'.
- End Time:** A date and time selector showing '11/21/2022' and '10:00 AM'.
- All day Event:** An unchecked checkbox.
- Appointment Type:** A dropdown menu showing 'Unavailable', highlighted with a red box and a callout '5'.
- Show Time As:** A dropdown menu showing 'Busy', highlighted with a red box and a callout '6'.
- Staff:** A dropdown menu showing 'Clinician, Robert LCSW Licensed Clinica'.
- Description:** A large text area.
- Recurrence:** An unchecked checkbox.
- Do Not Update Exception(s):** A checkbox with an information icon.
- Buttons:** 'OK', 'Cancel', and 'Delete' buttons at the bottom. The 'OK' button is highlighted with a red box and a callout '7'.